IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- 1. Read and understand all instructions.
- 2. Follow all warnings and instructions marked on the product.
- 3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a dry cloth for cleaning.
- 4. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
- 5. Do not place this product on unstable cart, stand, or table. The telephone may fall, causing serious damage to the telephone.
- 6. Slots and openings in the cabinet and the back or bottom are provided for ventilation, to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on the bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
- 7. This product should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supply to your home, consult your dealer or local power company.
- 8. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by persons walking on it.
- Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
- 10. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 11.To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified service personnel when some service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
- 12. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
- A. When the power supply cord plug is damaged or frayed.
- B. If liquid has been spilled into the product.
- C. If the product has been exposed to rain or water.

IMPORTANT SAFETY INSTRUCTIONS

- D. If the product does not operate normally by following the operating instructions. Adjust only those controls, that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- E. If the product has been dropped or the cabinet has been damaged.
- F. If the product exhibits a distinct change in performance.
- 13. Do not use the telephone to report a gas leak in the vicinity of the leak.

CAUTION: TO REDUCE THE RISK OF FIRE OR INJURY, READ AND FOLLOW THESE INSTRUCTIONS.

- Use only the appropriate type and size battery pack specified in the instruction manual provided for this product.
- Do not dispose of the battery pack in a fire. The cell may explode. Check with State and local codes for possible special disposal instructions.
- Do not open or mutilate the battery pack. Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed.
- 4. Exercise care in handling battery in order not to short the battery with conducting materials such as rings, bracelets, and keys. The battery or conductor may overheat and cause burns.
- 5. Charge the battery pack provided with or identified for use with this product only in accordance with the instructions and limitations specified in the instruction manual.
- 6. Observe proper polarity orientation between the battery pack and battery charger.

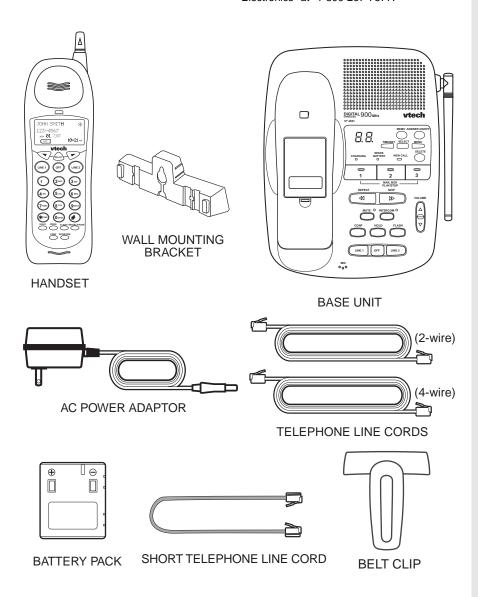
SAVE THESE INSTRUCTIONS

PARTS CHECK LIST

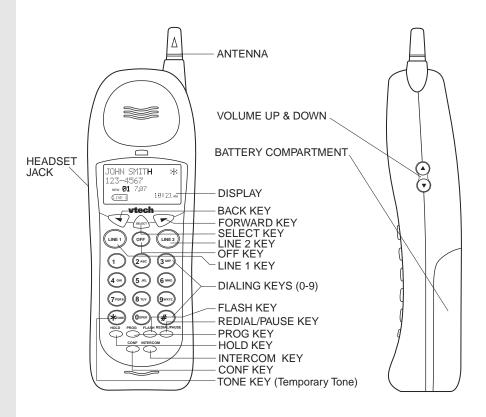
- 1. Handset
- 2. Base Unit
- 3. Wall Mounting Bracket
- 4. AC power Adaptor
- 5. Telephone Line Cords (x2)
- 6. Battery Pack

- 7. Short Line Cord
- 8. Belt Clip

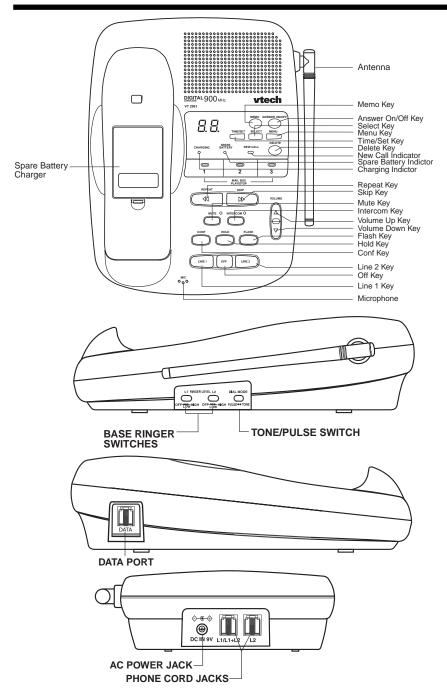
To purchase replacement battery packs, call VTECH Communications at 1-800-595-9511. In Canada, call VTECH Electronics at 1-800-267-7377.



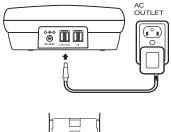
HANDSET KEYS AND FEATURES



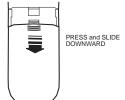
BASE UNIT KEYS AND FEATURES



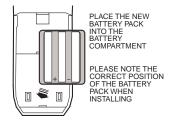
SETTING UP YOUR VT 2961



 Plug the AC POWER ADAPTER into a live electrical outlet and the DC POWER CONNECTOR into the back of the Base Unit.



Slide the Handset battery cover down, and remove it from the Handset.



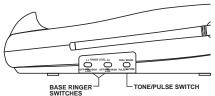
 Install the BATTERY PACK, with the metal contacts facing down and aligned with the Handset contacts. Replace Handset battery cover.



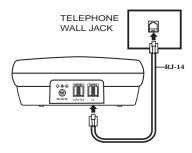
4. Place the Handset into the Base Unit cradle. Make sure the **CHARGING** light is illuminated. **Charge for at least 16 hours before first using the phone**. The Handset can charge face up or down.



SETTING UP YOUR VT 2961



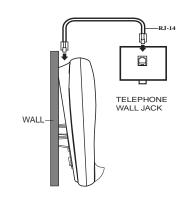
 Set the TONE/PULSE switch, located on the antenna side of the Base Unit, to the desired dialing mode. In most areas, TONE is the desired mode.



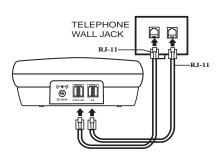
 After charging the battery pack, connect the telephone line(s)

1. If you have 2 lines coming out of a single wall jack:

Connect a 4-wire (RJ-14) phone cord between the wall jack and the phone jack labeled L1 / L1+L2.



If you are wall mounting your Base Unit, a short, 4-wire phone cord is provided for your convenience



2. If you have 2 lines, each coming out of a separate wall jack:

Connect a phone cord from the wall jack you wish to designate as your LINE1, to the L1 / L1+L2 jack on the back of the phone; next, connect a phone cord from the remaining wall jack to the L2 jack on the phone.

NOTE: You can use your *VT2961* as a one-line phone, as well. For best results, raise the antenna on the Handset and Base Unit when using your telephone.

SETTING UP YOUR VT2961

SPARE BATTERY CHARGER

The VT2961 has a built-in spare Battery Charger, which is located in the cradle of the Base Unit. The spare Battery charger allows you to always have a charged battery pack available in the event your Handset battery pack runs down.

Installation



 Remove the Spare Battery charger cover by pressing the release tab and lifting up.

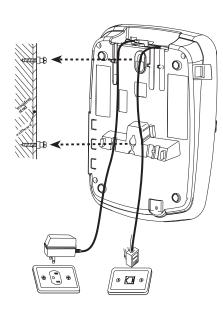


- Place a battery pack in the Spare Battery charger. Make sure the metal charging contacts on the underside of the battery pack are aligned with the charging contacts in the Spare Battery charger.
- 3. The **SPARE BATT LED** will then be illuminated.
- 4. Close the spare battery cover.

Please note that the Spare Battery compartment charges at a slower rate than a battery pack charging in the Handset. It takes 24 hours to fully charge a battery pack in the Spare Battery charger.

WALL MOUNTING

The Wall Mounting bracket is designed to fit on standard Wall Mounting plates.



1. Choose a spot near an electrical outlet and a telephone jack.

Your phone requires a modular telephone jack and a standard electrical outlet (120v AC). The power cord is six feet long; make sure there is an electrical outlet within reach of the Base Unit. The outlet should not be controlled by a wall switch. If the switch is ever turned off, the phone will not operate.

2. Position the wall mount bracket on the base.

Line up the tabs on the wall mounting bracket with the holes on the bottom of the base. Snap the wall mounting bracket firmly into place.

3. Mount the base on the wall.

Position the base so the mounting studs will fit into the holes on the bottom of the base. Position the power cord to extend down the wall. Slide the base down on the mounting studs until it locks into place.

4. Connect the telephone line cord(s).

Insert one end of the telephone line cord(s) into the appropriate jacks on the back of the Base Unit, and the other end into the wall jack(s). For your convenience, a short line cord is provided.

Plug the AC adapter into an electrical outlet and the DC connector into the power jack located on the back of the Base Unit.

AREA CODE PROGRAMMING

To benefit from all the Caller ID features of your telephone, you must enter your home area code.

If you live in an area where you dial calls within your own area code by dialing 7 digits (no area code), follow these steps (with the Handset **OFF**):

- 1. Press PROG.
- 2. Press nutil AREA is blinking.
- 3. Press SELECT.
- HOME should be blinking. If not, press until it blinks.
- Press SELECT. ENTER AREA CODE is displayed.
- 6. Enter your own home area code.
- 7. Press **SELECT.**



ALTERNATE METHOD

If you live in an area where all local calls require **10** digits (area code plus phone number, without dialing "1" first:)

- 1. Press PROG.
- 2. Press until AREA is blinking.
- 3. Press SELECT.
- 4. **HOME** should be blinking. If not, press a until it blinks.
- Press SELECT. ENTER AREA CODE is displayed.
- 6. Enter **000**.
- 7. Press SELECT and continue below.

You may program up to **5** local area codes. An area code is "local" if you do not dial "1" when you make calls to that area code. In other words, you make calls to "local" area codes by dialing 10 digits (area code plus phone number) without a preceding "1". This might include your own area code

- 1. Press PROG.
- Press until AREA is blinking.
- 3. Press SELECT.
- Press until LOCAL is blinking. Press SELECT.
- 5. Press until the desired location is blinking (#1.....#5).
- 6. Press SELECT . ENTER AREA CODE is displayed.
- 7. Enter a "local" area code.
- 8. Press SELECT.
- 9. Press OFF when finished.





(ENTER AREA CODE ∭

NOTE: To replace or edit an existing area code, use the key to delete the existing digits, and enter the desired area code. Press **SELECT** when done.

KEY BEEPS

Your Handset keys emit a beep as you press them. If you do not want to hear the beep, do the following while the Handset is not in use (on hook):

- 1. Press PROG.
- 2. Press until **KEYBEEPS** is flashing.
- Press SELECT.
- 4. Press until OFF is flashing.
- 5. Press SELECT.





To turn the keybeep feature ON again, repeat steps 1 to 3. At the fourth step, press until **ON** is flashing, then press **SELECT.**



MAKING CALLS

From the Handset: Press desired LINE key and listen for dial tone. Dial the phone number. The corresponding LINE key on the Base Unit will blink. Press OFF to end your call.



Alternate Method

- Dial the phone number, checking the display for accuracy. If you make a mistake, use the key to backspace.
- 2. Once you have entered the phone number, press the desired **LINE** key.
- 3. Press OFF to end your call.

REDIAL/PAUSE

From the Handset: Your VT 2961 Handset remembers the last 5 phone number you dialed. With the Handset off, press REDIAL/PAUSE. The Handset will display:

R 1 18006245688

This is the last phone number dialed from the Handset. Press or to scroll through the previous numbers dialed. Once the desired number is displayed on the Handset, press the appropriate **LINE** key to dial.

ANSWERING CALLS

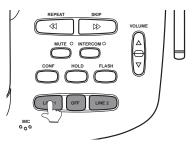
From the Handset:

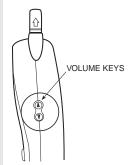
- Press the flashing LINE key . The LINE key will glow steadily and the Handset will display:
- 2. The Base Unit LINE key will blink.
- 3. Press OFF to end your call.



From the Base:

- 1. Press the flashing **LINE** key. The **LINE** key will glow steadily.
- The corresponding LINE key on the Handset will blink while the Speakerphone is in use.
- 3. Press OFF to end your call.





HANDSET VOLUME

Adjust the Handset volume with the \blacktriangle and \blacktriangledown keys, located on the side of the Handset.

The Handset will display the relative volume level as you adjust it.

BASE SPEAKERPHONE VOLUME

Adjust the Base Unit volume with the \triangle and ∇ keys. The Base will display the relative volume level as you adjust it.

MUTE

- When you press the MUTE key while using the Base Speakerphone, you can hear your party'svoice, but your party can't hear you.
- 2. While the call is muted, the MUTE indicator will be lit.
- 3. To return to the two-way conversation, press MUTE again.

SPEAKERPHONE TIPS

If you use your Speakerphone in a noisy environment, the other person's voice may fade out. In this case, try eliminating the environmental noise (a television or radio playing, for example). Otherwise, press MUTE while the other person is speaking. Before you start to talk, press MUTE again so the other person can hear you.

CALL TIMER

While the Handset is on a call, the corresponding display will show the approximate duration of that call. This is very helpful in monitoring long distance expenses.

HOLD

To place a call on hold, press **HOLD** on the Handset or Base, whichever you are using. To return to your call, press the appropriate LINE key.

CALL WAITING

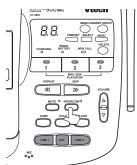
If you subscribe to Call Waiting, you will hear a tone while on the phone as you receive a second call. If you subscribe to Caller ID on Call Waiting, the Handset will display who the second caller is before you answer.



To answer Call Waiting, press FLASH. To return to your original call, press FLASH again. This procedure is the same for Handset and Speakerphone calls.

PAGING THE HANDSET

- To make the Handset ring, press INTERCOM on the Base.
- To stop the ringing, press **OFF** on the Handset, or Base Unit.



INTERCOM

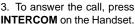
(Conversation between the Base and Handset) From the Handset:

Press INTERCOM.

The Base Unit will ring, and the intercom call will be automatically connected.

From the Base:

- Press INTERCOM.
- The Handset will ring. The Handset will display:



4. To end an Intercom call, press OFF on either the Handset or the Base.



BASE UNIT RINGER

The Base Unit ringer is controlled by switches located on the right edge of the Base. Each line can be set to OFF, LOW, or HIGH volume.



SETTING THE HANDSET RINGER

- 1. Press PROG on the Handset.
- 2. Press until RINGER is flashing.
- Press SELECT.
- Press or to select LINE1 or LINE2.
- 5. Press **SELECT**.
- 6. Press to hear the 4 different ringer types, or to turn the ringer **OFF** for that line.
- Press SELECT to confirm your selection.

CONFERENCE CALLING

To talk to both lines at the same time:

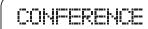
- 1. While you are one line, press **HOLD.**
- 2. Make or receive a call on the avaiable line.
- 3. Press CONF. You are now talking to both lines.
- 4. To end your conference call, press OFF.

The procedure is the same for the Handset and Base.

To place both lines on hold, press **HOLD**. Press **CONF** to return to the conference call. To switch from Handset to Base (or vice versa), press **HOLD** on whichever component you're using, then **CONF** on the other.

NOTE: Both the Handset and Base can join in the Conference call.





CALLER ID

This telephone provides two types of Caller ID: on both the Handset and the Base Unit: *Caller ID:* Displays the name and number of each caller after the phone begins ringing (requires Caller ID service from your telephone company).

Caller ID on Call Waiting: Shows the name and number of each caller on Call Waiting after you hear the Call Waiting tone (requires Caller ID on Call Waiting service).

A **NEW CALL** light will flash on the Base Unit to alert you to new CID records. Once the new caller ID records have been reviewed on the Handset, the NEW CALL light will go out.

NOTE: Caller ID and Call Waiting Caller ID are subscription services, available through most local phone service providers. You must subscribe to these services to benefit from the Caller ID features of this phone. Contact your local phone company for details.

The phone has a Call Log, which stores the name, number, date, and time of the last 50 calls received. You can review the Call Log to see who called while you were out. You can speed-dial numbers from the Call Log. And you can store names and numbers from the Call Log into your directory.

REVIEWING THE CALL LOG

With the Handset OFF:

- Press or . You will see the number of NEW (not viewed) and OLD (previously viewed) calls.
- Continue to press or to review the callers.

Some locations are not equipped to send Caller ID information when a person places a call. When you receive calls from such locations, your phone will display **UNAVAILABLE**.

If a caller purposely blocks their phone number from being delivered by Caller ID, your phone will display **PRIVATE**.

HINT: If a * appears in the upper right corner, it indicates the party has called more than once.

JOHN SMITH :: 123-4567 (INE) NEW 01 7.07 10:21 AM /

ERASING CALLS

To erase a call: with the Handset OFF:

- Press or until you see the call you want to erase.
- Press SELECT.
- Press until ERASE is blinking. Press SELECT.
- Press nutil YES is blinking. Then press SELECT.

ERASE NO: YES ALL 1-166-553-6868 a.01 7.07 5:27 m

To erase your entire Call Log; after you have viewed all calls and the handset is off:

- Press
 or
 until you see any call in the log.
- Press SELECT.
- Press until ERASE is blinking. Press SELECT.
- Press until ALL is blinking. Then press SELECT.
 The handset displays:
- Press until YES is blinking. Then press SELECT.

ERASE ALL ? NO YES

DIRECTORY

SPEED DIALING FROM CALLER ID

With the Handset OFF:

- Press or until you see the desired caller.
- Press the desired line key. You will hear a dial tone, and the number will be dialed automatically.

TO STORE A NAME AND NUMBER

- 1.Press PROG. DIRECTORY will be blinking.
- 2.Press **SELECT**.
- 3. The screen will display ENTER NAME.
- 4. Use the Dialing keys to enter the desired name. Press the key until the desired letter or character appears. A guide to the characters:

<u>KEY</u>	CHARACTERS
1	1
2	A>B>C>2
3	D>E>F>3
4	G>H>I>4
5	J>K>L>5
6	M>N>O>6
7	P>Q>R>S>7
8	T>U>V>8
9	W>X>Y>Z>9
0	0

ENTER NAME

If consecutive characters are found on the same key (D and E, for example), you'll need to press \bigcirc to advance to the next space. For example, to enter the name **DEAN**:

& ' , - . #

Press	3	(<i>D</i>)
Press		
Press	3 twice	(<i>E</i>)
Press	2	(A)
Press	6 twice	(N)

5. When the name is complete, press **SELECT**. The screen will display:

DEAN ENTER NUMBER

- Enter the phone number. Press REDIAL/PAUSE
 if you need to enter a 2-second pause in the dialing
 sequence. (For example, you might store a voice
 mail access number, pause, password.)
- 7. When the phone number is complete, press **SELECT**.

DIRECTORY

STORING A CALLER ID RECORD IN THE DIRECTORY

With the Handset OFF:

- 1. Press or until you see the desired call.
- 2. Press SELECT .
- 3. Press until **PGM** is blinking.
- 4. Press SELECT .

If you want to edit the name, press (a) to erase letters. Use the dialpad to enter new letters. When the name is correct, press **SELECT.**

If you want to edit the number, press (a) to erase digits. Use the dialpad to enter new digits. When the number is correct, press SELECT.

You will then hear a long beep. The name and number have been stored in the Directory.

MAKING DIRECTORY CALLS

- Press SELECT. DIRECTORY will appear.
- Press or to scroll to the desired name; or,
- · Search by entering the first letter of the name, and then press or if necessary.
- Press the desired LINE key. You will hear a dial tone, and the number will be dialed.

DIRECTORY

ERASE

DEAN 123456789

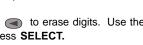
EDITING A DIRECTORY ENTRY

- 1. Press **SELECT**. The Handset says **DIRECTORY**.
- 2. Press or to scroll to the desired name; or, Search by entering the first letter of the name, and then press (a) or (b) if necessary.
- 3. Press SELECT .
- 4. Press nutil **EDIT** is blinking.
- 5. Press SELECT .The name appears.
- 6. If you want to edit the name, press (a) to erase letters. Use the dialpad to enter new letters. When the name is correct, press **SELECT**.

7. The number appears. If you want to edit the number, press (to erase digits. Use the dialpad to enter new digits. When the number is correct, press **SELECT.**

ERASING A DIRECTORY ENTRY

- 1. Press SELECT.
- 2. Press or to scroll to the desired name; or, Search by entering the first letter of the name, and then press or if necessary.
- 3. Press SELECT .
- 4.Press nutil **ERASE** is blinking.
- 5. Press **SELECT.** Press until **YES** is blinking.
- 6.Press SELECT.

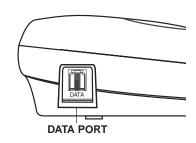


12345678

DIAL JEDITS ERASE



BASE UNIT OPERATION



DATA PORT

Your *VT 2961* has a Data Port on the left-hand edge of the Base Unit. This port provides an easy way to connect your fax machine, laptop computer, modem, or other telephone device for direct acces to LINE2.

The Data Port only provides access to Line 2, so you must have an active line connected to the *LINE2* input on the back of the *VT 2961*.

Connect an RJ-11(2-element) phone cord from the Data Port to you fax, laptop,etc.

NOTE: While the Data Port is in use, accidental use of Line 2 by a parallel phone, the **VT 2961** Handset, or a Call Waiting ID alert may in inerrupt the data transmission.

HEADSET OPERATION

Your **VTech** cordless phone is equipped with a 2.5mm headset Jack for use with an optional accessory Headset for hands-free operation.

If you choose to use the Headset option, you must obtain an optional accessory Headset, which is compatible with the **VTech** cordless phone.

To purchase a Headset, call VTech Customer Service at 1-800-595-9511. In Canada, call VTECH Electronics at 1-800-267-7377.

Once you have a compatible 2.5mm Headset, locate the Headset Jack on the **VTech** cordless phone Handset. Connect the plug on the Headset cord to the jack on the cordless Handset. The plug should fit securely. Do not force the connection.

OPERATION

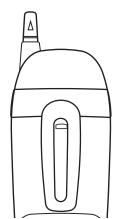


NOTE: Whenever a compatible Headset is connected to the cordless Handset, the microphone on the Handset will be muted. This is done to limit the effect of background noise.

The following operational characteristics also apply to other headsets which are not sold by **VTech**; however, **VTech** assumes no responsibility for their performance.

The **VTech** compatible Headset has a reversible, monaural design. You can wear you Headset on either ear, leaving one ear free for room conversation.

The headband can be adjusted to fit the contour of you head. Using both hands, slide the headband up or down so that it rests comfortably on your head, with the speaker cushion centered against your ear.



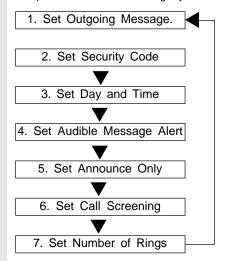
For maximum sound quality, the flexible microphone should be positioned at the corner of your mouth, about one inch from your face.

BELT CLIP

The **VTech** cordless phone is also equipped with a detachable belt clip. Align the pins on the inside edge of the clip with the notches on the sides of the **VTech** cordless phone Handset. The belt clip should snap securely into place.Do not force the connection.

Answering System Programming Overview

Setup order for the Answering System is:



During Answering System setup, the display will flash " -- ". If no key is pressed for 20 seconds, the Answering System will beep, and exit program mode. You can also exit program mode at any time by pressing any **MAILBOX** key.

Set Outgoing Message (OGM)

Selecting Announcement

There are 2 choices of announcements:

Normal outgoing message & Outgoing message for Announce Only.

1. Normal answering mode.(Announce Only:OFF)

In this mode, the caller is able to leave his message. If no announcement is recorded, the default announcement "Hello, I'm unable to answer your call right now. Please leave your name, number and message after the tone." will be used. (see **Recording the OGM**).

2. Announce Only mode

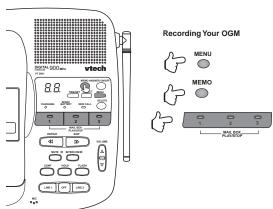
If this mode is set, the caller is not able to leave his message. If no announcement is recorded, the factory default greeting is: "Hello, I'm unable to answer your call right now. Please call again. Thank you." will be used. (see Recording the OGM)

Example for OGM1 (for multi - user application):

"Hi! We can't come to the phone right now. If you have a message for John press *1 ('Star 1'), for Jane press *2 ('Star 2'), for Jack press *3 ('Star 3'). Or, just stay on the line and record after the beep. Thank you."

Example for OGM2 (Announce Only):

"Hi! You have reached Jack and Jill. We will be back after 1 p.m. Please call back then. Thank you."



NOTE:

In Announce Only mode, your outgoing announcement is repeated before hanging up.

Recording / Playing / Deleting the Outgoing Messages (OGM)

- Press **MENU** key until the desired item (Set Outgoing Message) is announced.
- 2. Press **MEMO**. "Now recording", is announced, followed by a beep. Speak towards the front of the Answering System (max. length: 90 seconds).
- 3. Press any MAILBOX key to stop the recording.
- 4. Then OGM replays the message automatically, followed by a beep.
- To review a recorded announce-ment, press MENU key until "Set Outgoing Message" is announced. Press any MAILBOX key. The current greeting is played.
- To delete a recorded announce-ment, press **DELETE** during OGM playback. You then hear "Outgoing Message has been erased".

NOTE:

If your recording time is less than 2 seconds, your OGM will not be recorded, and the default greeting will be used.

Set Security Code

The security code programmed into the Answering System is used to gain access to functions from remote locations.

Set Security Code

MENU

TIME/SET

SELECT

SEL

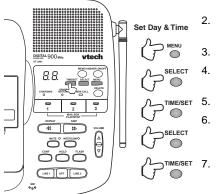
 Press MENU unit you hear "Set security code."

The security code default setting is 19.

- 2. Press **TIME/SET** to hear the current security code.
- Press SELECT briefly to increase the security code by 1. Or, hold SELECT continuously to increase the code by multiples of 10.
- Press TIME/SET to confirm your choice and you will hear the announcement of the security code.

Day and Time

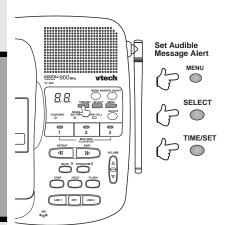
During initial setup, or after a power failure, the day and time default is set to Monday, 12:00am. The display will flash "CL" to indicate day and time need to be set.



- Press MENU unit you hear, "Set day and time."
- Press SELECT until the correct day is announced.
- 3. Press TIME/SET to confirm your choice.
- Press SELECT until the correct hour is announced.
- 5. Press TIME/SET to confirm your choice.
- Press SELECT until the correct minute is announced. Holding the key continuously will increase the minutes by 10 minute steps.
- Press TIME/SET to confirm your choice. You will hear an announcement of the day and time.

Set Audible Message Alert

If you want your Answering System to beep once every 10 seconds to notify you when new messages have been received, set Audible Message Alert to ON. Otherwise, it is preset to OFF.



- Press MENU until you hear "Set Audible Message Alert."
- Press SELECT until the desired setting, (ON or OFF) is announced.
- Press TIME/SET to confirm your choice.
 The voice prompt of "Audible Message Alert On" or "Audible Message Alert Off" will be heard.

Set Announce Only

CAUTION:

If you turn on the Announce Only option, your callers cannot leave a message.

- 1. Press MENU until "Set Announce Only" is announced.
- 2. Press SELECT until desired setting "ON" or "OFF" is declared.
- 3. Press TIME/SET to confirm, and the setting will be announced.

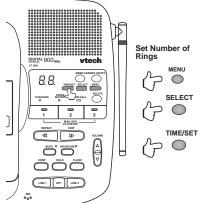
Note: You can store one OGM for Announce Only mode, and a separate OGM for Normal (accept messages) mode. The appropriate OGM will be played based on how you set Announce Only.

Set Call Screening

Call Screening allows you to hear incoming messages at the Base Unit as they are being recorded. If you want to answer the call at once, just press the Handset or an extension phone, and the Answering System will stop recording.

- 1. Press MENU until you hear "Set Call Screening"
- 2. Press SELECT to toggle between ON and OFF.
- Press TIME/SET to confirm your selection. "Call Screening is ON (or OFF) will be announced.

Set Number of Rings



The Answering System has 4 ring type settings:

- 2 rings The incoming call is answered after 2 rings.
- 4 rings The incoming call is answered after 4 rings.
- **6 rings** The incoming call is answered after 6 rings.

Toll Saver

The incoming call is answered after 2 rings only if there are new messages/memos present. Otherwise, the call is answered after 4 rings. This may help you avoid long distance charges when retrieving messages remotely.

- Press MENU until you hear "Set number of rings."
- 2. Press SELECT until you hear the desired setting "2", "4", "6", or "Toll Saver".
- 3. Press TIME/SET to confirm your choice. The selected setting is then announced.

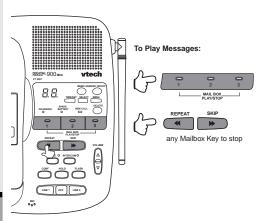
Leaving a Message (Incoming Message)

The Answering System will answer a call (according to the current ring selection), then play the OGM, followed by a beep to signal the start of recording.

- Default mailbox is MAILBOX 1.
- If your want to record the incoming message in specific mailbox, press " *x" (*1,
 * 2 or * 3) during OGM playback.
- After desired mailbox is selected, "Mailbox X, now recording" will be announced, and incoming message recording starts after a beep.
- · If incoming message length is less than 2 seconds, message will not be recorded.

Listening to Messages / Memos

When new messages and/or new memos are left, the display will flash the total number of new messages in all mailboxes.

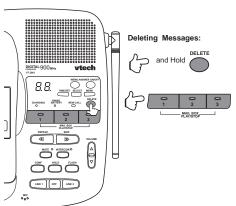


- Press the desired Mailbox key to hear messages.
- The system will announce "Mailbox X, you have x new message(s) and x old message(s)" in the presence of new message in corresponding mailbox. Then the system will play only the new messages.
- In the absence of new messages, the system will announce "Mailbox x, you have x old messages" and then playback the old messages.
- The ▶► and ◀◀ keys can be used to skip forward and backward during message playback.
- To stop message playback, and return to normal operation mode, press any MAILBOX key.
- The day and time stamp is announced after each message is played.
- After all messages and memos have been played, the final voice prompt will be, "End
 of messages", and the Answering System will exit playback mode.
- · Note that the system will play the message based on "First-In-First-Out"
- If the system has less than 5 minutes recording time left, it will announce the remaining recording time to alert the user.
- During message playback, the display will be flashing to indicate that the currently playing message is a new message.

Saving Messages

- The Answering System will automatically save your messages if you do not delete them. The messages will be retained even after power failure.
- The system can record up to 15 minutes of messages.

Deleting Messages

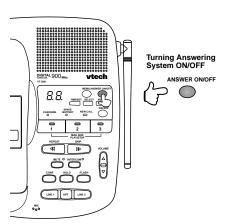


- Press **DELETE** at any time during message playback to delete the current message.
- All old messages for a particular mailbox, can be deleted by pressing and holding the **DELETE** key for more than 2 seconds. The system will announce "Please select mailbox".
- Press the Mailbox X key to delete all the old messages in the selected mailbox.

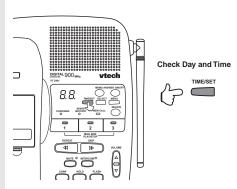
NOTE:

The DELETE function will only delete old messages. New messages CANNOT be deleted until they are reviewed.

Turning the Answering Machine ON/OFF



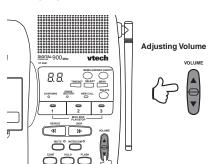
- If you want the Answering System to answer calls, press ANSWER ON/OFF.
 The BACKLITE LED will then be turned on, and "Answering machine on" will be announced.
- If you don't want the Answering System operations to answer calls, press ANSWER ON/OFF. The BACKLITE LED will then be turned off and "Answering machine off" will be announced.
- The display will still show the number for new messages.
- Even if the Answering System is set to OFF, it will still answer calls after 10 rings.
 An announcement, "Please enter your security code" is given, and you can enter your security code to use remote operation. (See Remote Operation of Answering System)



Check Current Day and Time

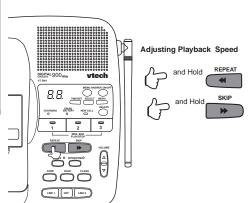
You can check the current day and time by pressing **TIME/SET**. After the announcement, the Answering System will generate a beep.

Changing Speaker Volume



- Press the ▲ and ▼ keys for the desired volume level. There are 8 volume levels.
- If volume is set at maximum or minimum level, Further pressing of the volume keys will give 3 short beep tones.
- Volume changes automatically continues if the volume UP/DOWN is held.

Changing Playback Speed

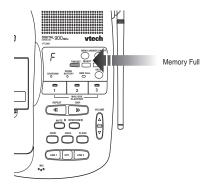


During playback, you can change the playback speed by simply holding down ◄ (SLOW) or ► (QUICK) to the desired speed during playback. There are 3 playback speeds (SLOW/NORMAL/QUICK). The default speed is normal. Playback speed will return to normal once you exit the playback mode.

Auto Disconnect for Extension Phone Pick-up

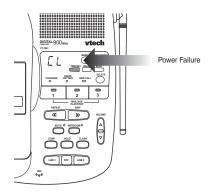
The Answering System will auto-disconnect the telephone line if an extension phone or the cordless Handset accesses the line.

Memory Full



- When the Answering System has less than 30 seconds recording time remaining, or the total number of messages equal 99, the display shows "F" with the number of new messages to indicate memory full.
- If the Answering System memory is full, it will automatically default to Answering System OFF mode. The Answering System will answer a call after 10 rings and "Memory full, Please enter your security code" is announced. You may enter remote operation mode by entering the security code.
- If memory is full, any attempt to record memos or OGM's will be ignored.

Power Failure



- After a power failure, "CL" will flash to notify you to set the day and time.
- All the messages, OGM"s and menu settings (other than day and time) will be retained.
- The Answering System will default to ANSWER ON.
- Note that after power up, the Answering System may have an initialization period, during which, the display will flash with "--". During this period, you can still use the cordless phone.

BASE UNIT MESSAGE WINDOW (LED)

 The large Base Unit LED provides useful data on the status of your VT 2961 answering device. Below are examples of the LED data:

The LED displays: What it means

Flashing number You have that amount of new messages

O You have no new messages

CL flashing he clock needs to be set

A Answering System is in Announce-Only mode

F flashing Answering System memory is full

99 flashing Recording time has exceeded 99 seconds

1-8 Volume level as you're setting it.

-- Answering System is answering a call

or in remote mode

-- flashing Answering System is in programming

mode

REMOTE OPERATION OF ANSWERING SYSTEM

Remote operation allows you to control the functions of the Answering System when you are away from the Base, and call from an outside telephone line. The Answering System cannot be accessed from another telephone on the same line. You can access many of the Answering System functions from a remote location, such as listening to messages, changing recorded announcements, and recording memos.

Remote operation can only be accessed from a touch tone telephone. If the remote phone is set to pulse dialing, switch it tone. If tone dialing is not available, you will not be able to access the Answering System.

Note: All function codes should be entered within 2 seconds in order to activate Remote Operation.

To Activate Remote Operation From a Different Telephone Line

- If the Answering System is OFF, you can dial your telephone number and wait for the Answering System to answer your call after 10 rings. An announcement, "Please enter your security code" is given, and you enter your security code to use remote operation.
- 2. If the Answering System is **ON**, it will answer your call and begin playing the currently selected announcement (as with any incoming call).
- 3. Enter "#" followed by your 2 digit security code during the announcement. The default security code is 19.
- Once the security code is received, a double confirmation beep will be given, and you are in Remote Operation mode. You can then control the Answering Machine functions using the telephone keypad.
- 5. The user can also enter the Remote Operation mode during message recording. The procedure is the same as step 3. The recording will be stopped after entering the valid security code " #xx " and the incomplete message will be deleted. If "**\(\frac{1}{3}\)" is entered, the Answering System will release the line, but the recorded message will still be retained.
- 6. If the user enters a wrong security code, the system will release the line.

Playing Messages Remotely

- Press "#1", "#2" or "#3" on the touch tone keypad to play the messages in the corresponding mailbox.
- 2. The system will announce "Mailbox X. You have XX new messages and XX old messages" and the system will playback the new message only. If there are no new messages, the system will announce "Mailbox X. You have XX old messages. On the other hand, in the absence of old messages, the system will announce only the number of new messages.

Repeat Messages During Playback

- Press "#4" once during message playback to repeat the current message.
- 2. Press "#4" twice within 2 seconds to skip to the previous message.

REMOTE OPERATION OF ANSWERING SYSTEM

Skip Messages During Playback

1. Press "#6" once to skip forward to the next message.

Stop Message Playback

1. Pressing "#5" during message playback will stop playback.

Deleting Messages

1. Press "#9" once during message playback to delete the current message.

Note: Playback will pause if "#" or " ★ " is entered. Answering System will wait for the command in the following 2 seconds. If no further tone is entered, playback will be resumed.

Memo Recording

- 1. Press "*8".
- After selecting the mailbox by entering command "1", "2", "3", You will hear, "Now recording", followed by a beep.
- 3. Enter "#5" to stop recording when you have finished.

Change OGM Remotely

- Enter "*7" to record a new OGM. You will hear, "Now recording", followed by a beep to signal start of recording.
- 2. Press "#5" to stop recording. Your new OGM will playback automatically.

Check OGM1 Remotely

Enter "#7" to review OGM. You will hear playback of OGM followed by a beep.

Turning Answering System ON or OFF

Pressing "#0" toggles the Answering System **ON/OFF**. "Answer machine on", or "Answer machine off" will be announced, followed by a beep.

Voice Menu for Remote Operation

The system provides two pre-recorded voice menus to help you during remote operation. Press "★5", and you will hear the simple voice menu.

The simple voice menu is as follows:

- Press "#1" to play mailbox 1.
- Press "#2" to play mailbox 2.
- Press "#3" to play mailbox 3.
- Press "#5" to stop.
- Press "#4" to repeat the message.
- Press "#6" to skip the message.
- Press "#9" to erase the message.
- Press "*5" for other functions.

REMOTE OPERATION OF ANSWERING SYSTEM

(To the advanced voice menu)

The advanced voice menu is as follows:

- Press "#7" to review outgoing message.
- Press " * 7" to record outgoing message.
- Press " * 8" to record memo.
- · Press "#4" twice to repeat previous message.
- · Press "#0" to turn the system on or off.
- Press " * 5" to return to the simple voice menu.

Pressing any function code will stop the voice menu, and perform the corresponding functions.

Exiting Remote Operation

- Enter " * 0" on the touch tone keypad to exit remote operation mode. The Answering System confirms your action with a long beep and then disconnects.
- 2. The Answering System also automatically disconnects if no key is pressed within 20 seconds during remote operation.

MAINTENANCE

Your VT 2961 cordless telephone contains sophisticated electronic parts, so it must be treated with care.

Avoid rough treatment

Please the Handset down gently. Save the original packing materials to protect your telephone if you ever need to ship it.

Avoid water

Your telephone can be damaged if it gets wet. Do not use the Handset outdoors in the rain, or handle it with wet hands. Do not install your Base Unit near a sink, bathtub or shower.

Electrical storms

Electrical storms can sometimes cause power surges harmful to electronic equipment. For your own safety, use caution when using electric appliances during storms.

Cleaning your telephone

Your telephone has a durable plastic casing that should retain its iuster for many years. Clean it only with a soft cloth slightly dampened with water or a mild soap. Do not use excess water or cleaning solvents of any kind.

Remember that electrical appliances can cause serious injury if used when you are wet or standing in water. If your Base Unit should fall into water, **DO NOT RETRIEVE IT UNTIL YOU UNPLUG THE POWER CORD AND TELEPHONE LINE CORDS FROM THE WALL**. Then pull the unit out by the unplugged cords.

If you have difficulty operating your phone, the suggestions below should solve the problem. If you still have difficulty after trying these suggestions, call **VTECH** Communications at 1-800-595-9511. In Canada, call VTECH Electronics at 1-800-267-7377.

IN CASE OF DIFFICULTY

THE PHONE DOESN'T WORK AT ALL.

- · Make sure the Power Cord is pugged in.
- Make sure the telephone line cords are plugged firmly into the base unit and the telephone wall jack.
- Make sure the batteries are properly charged. If the 'LOW BATTERY' message is shown, the battery pack needs charging.

NO DIAL TONE.

- · First check all the suggestions above.
- If you still don't hear a dial tone, disconnect the base unit from the telephone jack and connect a different phone. If there is no dial tone on that phone either, the problem is in your wiring or local service. Call your local telephone company.

YOU GET NOISE, STATIC, OR A WEAK SIGNAL EVEN WHEN YOU'RE NEAR THE BASE UNIT.

 Household appliances plugged into the same circuit as the base unit can sometimes cause interference. Try moving the appliance or the base unit to another outlet.

YOU GET NOISE, STATIC, OR A WEAK SIGNAL WHEN YOU'RE AWAY FROM THE BASE UNIT.

- · You may be out of range. Either move close to the base, or relocate the base unit.
- The layout of your home may be limiting the range. Try moving the base unit to another position.

THE HANDSET DOES NOT RING WHEN YOU RECEIVE A CALL.

- Make sure you have the handset ringer activated. To set the ringer, see "SETTING THE HANDSET RINGER".
- Make sure the telephone line cord is plugged firmly into the base unit and the telephone
 jack. Make sure the power cord is plugged in.
- · You may be too far from the base unit.
- You may have too many extension phones on your telephone line to allow all of them to ring. Try unplugging some of the other phones.

YOU HEAR OTHER CALLS WHILE USING YOUR PHONE.

Disconnect your base unit from the telephone jack, and plug in a regular telephone.
 If you still hear other calls, the problem is probably in your wiring or local service. Call your local telephone company.

IN CASE OF DIFFICULTY

YOU HEAR NOISE IN THE HANDSET, AND NONE OF THE KEYS OR BUTTONS WORK.

Make sure the power cord is plugged in.

COMMON CURE FOR ELECTRONIC EQUIPMENT

Electronics, like people, can sometimes get confused. If the unit does not seem to be responding normally, then try putting the handset in the cradle. If it does not seem to respond after trying this a few times, do the following (in the order listed):

- 1. Disconnect the power to the base.
- 2. Disconnect (remove) the handset battery pack.
- 3. Remove the base unit battery pack, where applicable.
- 4. Wait a few minutes.
- 5. Connect power to the base.
- 6. Install the handset battery pack.
- 7. Install the base unit battery pack, where applicable.
- 8. Place the handset in the base unit cradle. If the handset has not been recently charged, allow 8 hours before use.

WARRANTY STATEMENT

WHAT DOES OUR WARRANTY COVER?

Any defect in material or workmanship.

FOR HOW LONG AFTER THE ORIGINAL PURCHASE?

To the original purchaser only - ONE YEAR.

WHAT WILL VTECH DO?

· At our option, repair or replace your unit.

HOW DO I SEND MY UNIT, IN OR OUT OF WARRANTY?

• Call VTECH Communications customer service for Return Authorization at: 1-800-595-9511

in Canada, call VTECH Electronics at:

1-800-267-7377.

- Properly pack your unit. Include any cables & accessories which were originally
 provided with the product. We recommend using the original carton and packing
 materials.
- Include in the package a copy of the sales receipt or other evidence of date of original purchase (if the unit was purchased within the lase twelve months).
- Print your name and address, along with a description of the defect, and include this
 in the package.
- Include payment for any service or repair not covered by warranty, as determined by VTECH Communications.
- · Ship the unit via UPS Insured, or equivalent to:

VTECH COMMUNICATIONS

11035 SW 11th St.

Bldg . B Suite 270

BEAVERTON, OREGON 97005

In Canada, ship the unit via UPS Insured, or equivalent to:

VTECH ELECTRONICS

Suite 200- 7671 Alderbridge Way

Richmond, B.C. V6X 1Z9

VTECH Communications assumes no responsibility for units sent without prior Return Authorization.

WHAT DOES OUR WARRANTY NOT COVER?

- Batteries
- Damage from misuse, neglect, or acts of nature(lightning,floods,powersurges,etc.)
- · Products which may have been modified or incorporated into other products.
- Products purchased and/or operated outside the USA, its territories, or Canada.
- Products serviced by the owner or a service facility not expressly authorized by VTECH Communications.
- Products purchased more than 12 months form current date.
- Units purchased in "AS IS" condition, or units purchased as "Distressed Merchandise".

HOW DOES STATE LAW OR PROVINCE LAW RELATE TO THIS WARRANTY?

 This warranty gives you specific rights. You may also have other rights which vary from state to state or from province to province.

FCC AND IC REGULATIONS

This equipment complies with Parts 15 and 68 of the Federal Communications Commission (FCC) rules for the United States. It also complies with regulations RSS210 and CS-03 of Industry and Science Canada. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

A label is located on the underside of the base unit containing either the FCC registration number and Ringer Equivalence Number (REN) or the IC registration number and Load Number. You must, upon request, provide this information to your local telephone company.

This equipment is compatible with inductively coupled hearing aids.

Should you experience trouble with this telephone equipment, please contact:

VTECH COMMUNICATIONS

SERVICE DEPT. at 1-800-595-9511.

In Canada, call VTECH Electronics at 1-800-267-7377.

For repair/warranty information. The telephone company may ask you to disconnect this equipment from the line network until the problem has been corrected.

FCC Part 15

Warning: Changes or modifications to this unit not expressly approved by the party responsible for compliances could void the user's authority to operate the equipment.

The equipment has been tested and found to comply with part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

- · Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet or on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC Part 68

The FCC requires that you connect your cordless telephone to the nationwide telephone network through a modular telephone jack (USOC RJ11C, RJ11W or RJ14).

Your telephone company may discontinue your service if your equipment causes harm to the telephone network. They will notify you in advance of disconnection, if possible. During notification, you will be informed of your right to file a complaint with the FCC.

Occasionally, your telephone company may make changes in its facilities, equipment,

FCC AND IC REGULATIONS

operation, or procedures that could affect the operation of your equipment. If so, you will be given advance notice of the change to give you an opportunity to maintain uninterrupted service.

The base unit contains no user serviceable parts. The handset contains a user replaceable battery pack.

If it is determined that your telephone equipment is malfunctioning, the FCC requires that it not be used and that it be unplugged from the modular jack until the problem has been corrected. Repairs to this telephone equipment can only be made by the manufacturer or its authorized agents or by others who may be authorized by the FCC. For repair procedures, follow the instructions outlined under the manufacturer's Limited Warranty.

This equipment may not be used on coin service provided by the phone company or Party Lines.

The REN is useful in determining the number of devices you may connect to your telephone line and still enable the devices to ring when you receive a call. The general rule is that the REN value should not exceed 5.0 total; however, contact your local telephone company for the specific number in your area.

IC (Industry Canada)

This telephone is registered for use in Canada.

Notice: The REN assigned to this device denotes the number of devices you may connect to the telephone loop, which is used by the device to prevent overloading, The termination on a loop may consist of any combination of devices subjected only to the requirement that the sum of the REN does not exceed five (5.0)

Notice: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of services in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but shoul contact the appropriate electrical inspection authority, or electrician, as appropriate.

FCC AND IC REGULATIONS

Your **VT 2961** is designed to operate at the maximum power allowed by the FCC . This means your handset and base unit can communicate only over a certain distance - which will depend on the location of the base unit and handset, weather, and the construction and layout of your home or office.

THE RBRC™ SEAL



The RBRC® Seal on the nickel-cadmium battery contained in our product indicates that VTech Communications, Inc. is voluntarily participating in an industry program to collect and recycle these batteries at the end of their useful lives, when taken out of service within the United States and Canada.

The RBRC® program provides a convenient alternative to placing used nickel-cadmium batteries into the trash or municipal waste, which may be illegal in your area.

VTech's participation in RBRC[®] makes it easy for you to drop off the spent battery at local retailers participating in the RBRC[®] program or at authorized VTech product service centers. Please call **1-800-8-BATTERY™** for information on Ni-Cd battery recycling and disposal bans/restrictions in your area. VTech's involvement in this program is part of its commitment to protecting our environment and conserving natural resources.

Remove the nickel-cadmium battery pack by pressing on the Handset battery cover and sliding downward.

 $\mathit{RBRC}^{\, \otimes}$ is a registered trademark of Rechargeable Battery Recycling Corporation.

TECHNICAL SPECIFICATIONS

FREQUENCY CONTROL

Crystal Controlled Dual PLL Synthesizer

TRANSMIT FREQUENCY

Handset: 923.10 MHz to 927.75 MHz (All ten channels within this range)

Base : 902.3 MHz to 906.65 MHz (All ten channels within this range)

RECEIVE FREQUENCY

Handset: 902.3 MHz to 906.65 MHz (All ten channels within this range)

Base : 923.10 MHz to 927.75MHz (All ten channels within this range)

NOMINAL EFFECTIVE RANGE

Maximum power allowed by FCC and IC. Actual operating range may vary according to environmental conditions at the time of use.

SIZE

Handset: 17.5 x 6 x 4.5cm (L x W xT)

Maximum (Antenna excluded)

Base : 20.5 x 17x 70cm (L x W x T) Maximum (Antenna excluded)

WEIGHT

Handset: 205 grams Base: 570 grams

POWER REQUIREMENTS

Handset: Self-contained nickel-cadmium rechargeable battery supply, 3.6V nominal,

600mAh capacity.

Base: 9VDC @ 600mA

MEMORY

DIRECTORY: 50 Memory locations, 32 digits and 16 letters per location.

CID : Alpha Numeric Display 50 Memory locations

SPECIFICATIONS ARE TYPICAL AND MAY CHANGE WITHOUT NOTICE.

TABLE OF CONTENTS

IMPORTANT SAFETY INSTRUCTIONS	1
PARTS CHECK LIST	3
HANDSET LAYOUT	4
BASE LAYOUT	5
GETTING STARTED	6
Setting Up Your VT 2961	
Spare Battery Charger	
Wall Mounting	g
BASIC TELEPHONE OPERATIONS	
Area Code Programming	10
Alternate Method	
Key Beeps	
Making Calls	
Redial/Pause	
Answering Calls	
Handset Volume	
Base Speakerphone Volume	
Mute	
Speakerphone Tips	
Call Timer	
Hold	
Call Waiting	
Paging the Handset	13
Intercom	
Base Unit Ringer	
Setting The Handset Ringer	
Conference Calling	
•	
CALLER ID	
Reviewing the Call Log	15
Erasing Calls	15
Speed Dialing from Caller ID	16
DIRECTORY	
To store a Name and Number	
Storing a Caller ID Record in the Directory	17
Making Directory Calls	17
Editing a Directory Entry	
Erasing a Directory Entry	17
Data Port	18
HEADSET OPERATION	19
ANSWERING SYSTEM SET UP	20
ANSWERING SYSTEM OPERATIONS	24

TABLE OF CONTENTS

REMOTE OPERATION OF ANSWERING SYSTEM	29
MAINTENANCE	32
IN CASE OF DIFFICULTY	33
WARRANTY STATEMENT	35
FCC AND IC REGULATIONS	36
TECHNICAL SPECIFICATIONS	39

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